

Post-Exercise Job Aid

This checklist includes tasks you may be required to be complete after the exercise. Check with your team leader for specific instructions.

Coordination

Coordinate as needed with other evaluators at your location and at other sites to:

- ☐ Get the full picture of what happened.
- ☐ Find out times of key events.
- ☐ Determine if actions/inaction had adverse results.

Post-Exercise Meetings

Use post-exercise meetings to:

- ☐ ▪ Provide input to timeline.
- ☐ ▪ Discuss problems you witnessed.
- ☐ ▪ Coordinate with other evaluators, develop a complete picture.
- ☐ ▪ Prepare to write your report

Evaluation Report

Complete one Evaluation Module per criterion. Each Evaluation Module should include:

- ☐ ▪ Indication of whether the criterion was adequately demonstrated.
- ☐ ▪ Narrative summary which:
 - ☐ Logically describes events
 - ☐ Supports judgment of whether the criterion was adequately demonstrated.
 - ☐ Includes vital information (who, what, where, when, why)
 - ☐ Discusses impact
 - ☐ Provides supporting detail
 - ☐ Addresses previous ARCA demonstrations
 - ☐ Discusses immediate corrections
- ☐ ▪ Issues discussion, including:
 - ☐ Condition
 - ☐ Possible cause
 - ☐ Reference
 - ☐ Effect
 - ☐ Recommendation